

17 FEB 1982

MEMORANDUM FOR: Chief, Classification Review Division
Chief, Information and Privacy Division
Chief, Records Management Division
Chief, Regulations Control Division

FROM:
Executive Officer, Office of Information Services

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SUBJECT: Briefing Materials

1. The Management Staff, DDA, is updating a briefing book containing general information and selected topics for the use of the DDA. Would you please review the attached information and update where necessary. In addition, the Management Staff, DDA, has asked for any new/additional information or topics which we may want to include. I believe we could include a brief fact sheet outlining the responsibilities of each Division and including your major programs. The intent would be to give the DDA a better feel for just what the Office of Information Services faces in its endeavors and to enable him to explain our programs when called upon to do so.

2. For uniformity, please attempt to adhere to a general format:

- (a) Responsibilities;
- (b) Organization (breakdown and numbers of personnel);
- (c) Current Status (of program); and
- (d) Current and Future Problems.

Please limit your submission to not more than two (2) pages.

3. Since we must return our input by 26 February, may I have your submission by not later than 24 February.

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Attachment:
As stated

Office of the Chief

Designated Agency Security Classification Officer, Agency Declassification Officer, Agency Records Management Officer, Agency Archivist.

Responsible for liaison with the National Archives and Records Service and Office of the Federal Register.

Serves as Head of the MI Career Service; DDA representative to the Public Affairs Advisory Group and Publications Review Board; Executive Secretary of the Information Review Committee (IRC); Chairman of the IRC Working Group; DCI representative on the Interagency Information Security Committee; and Agency's focal point for contact with the Information Security Oversight Office.

Information and Privacy Division

Receives and processes all requests submitted to the Agency under the Freedom of Information and Privacy Acts and the mandatory classification review provisions of E.O. 12065; assigns records search and/or review tasks to appropriate Agency components; processes appeals on denied requests; conducts liaison with other Government agencies regarding the processing of requests; and prepares reports for Congress or other Governmental elements as required by law or Executive Order.

Classification Review Division

Manages the Agency program for systematic classification review under E.O. 12065; establishes systematic classification review guidelines; develops and implements systematic classification review procedures; prepares classification guides in coordination with other Agency components; and maintains liaison with other U.S. Government agencies concerning systematic review of permanent records over which they or the Agency have classification jurisdiction.

Regulations Control Division

Directs and monitors the processing, coordination, and publication of Agency regulatory issuances; works directly with initiators and coordinators of regulatory issuances to resolve substantive differences; and prepares coordinated regulatory issuances for the DCI, DDA, or DDO approval.

Records Management Division

Provides for controls over the creation, maintenance, use, and disposition of all Agency records; develops and encourages the application of standards, procedures, and techniques designed to improve the management of records; ensures the maintenance and security of records of permanent value; facilitates the segregation and disposal of records of temporary value; and is responsible for the Agency Security Classification Program under E.O. 12065.

SUBJECT: SYSTEMATIC REVIEW FOR DECLASSIFICATION

SYNOPSIS:

The program of Systematic Review for Declassification mandated by Executive Order 12065 is a disaster. It is not cost effective; it syphons off valuable, scarce resources from CIA's primary mission; and it poses security risks. It should be abolished. The General Accounting Office has also recommended its abolition.

BACKGROUND:

Section 3-4 of Executive Order 12065 (E.O. 12065) effective 1 December 1978 requires the Executive Branch to institute programs to review all "permanently valuable records" when they reach 20 years of age (30 years for foreign government information) to determine whether the records should remain classified. If they remain classified after such review, they then must be reviewed again 10 years later, and every 10 years thereafter until declassified, unless a longer period is agreed to by the Director, Information Security Oversight Office (ISOO). Such ISOO exemptions can be difficult to come by.

The above requirement is not new. The idea started during the Eisenhower administration and in 1972 President Nixon issued E.O. 11652 which contained a similar declassification review requirement with two major differences: the initial review was to take place when records reached 30 years of age, and the time interval for re-review was left to Department Heads. E.O. 12065, recognizing that agencies were not geared up to switch from the old 30-year period to the new 20-year requirement overnight, allowed agencies 10 years to close the gap. Hence, by 1 December 1988 all permanent records dated 1 December 1968 and before are to receive an initial review.

CURRENT STATUS:

Our best estimate indicates that we still have approximately 22,000 cubic feet of permanent records that must be reviewed by 1 December 1988 if we are to comply with E.O. 12065. We have 40 people performing the review. Because of the sensitive nature of our records, we must use mostly senior analysts with long years of experience. They are highly trained in their jobs and utilize procedures designed to maximize their production. In spite of this devotion of resources, we are able to review on an average only 640 cubic feet per year. Thus, by 1 December 1988, unless we more than triple our staff, we will accomplish less than 30 percent of our objective. Also, in December 1988, as we continue to attack the remaining 70 plus percent, we will have to begin the second review of all material once reviewed and on which the decision was made to continue classification. Since our experience shows that we continue classification on over 85 percent of the records reviewed, we will have to re-review

most of the material we review by December 1988. At that time, we will be faced with the first review of records beginning to mature in December 1988. It is an impossible job.

CURRENT PROBLEMS:

CIA's program for systematic review of classified material entails the following:

1. Dollar Costs: We will spend \$20 million by 1988 under our current program and still not comply with E.O. 12065 (\$80 million if we are to comply).
2. Human Resource Costs: Forty people, mostly valuable, scarce senior analysts, spend full time reviewing classified documents under our current setup; over 135 people would be required if we are to comply with E.O. 12065. These people could and should be used to collect and produce intelligence.
3. Results of Review: On the average, 15 percent of the material reviewed is declassified. The declassified material that does eventually reach the public will be of little interest.
4. Security Risks: Given our workload and time pressures, there is always the danger of human error resulting in the release of compromising information. Also, the release of the declassified material adds to the total picture our adversaries have access to. When added to material released under FOIA, books, and leaks, this total picture is awesome and frightful.
5. Chilling Effect on Intelligence Relationships: Because of past Congressional investigations, FOIA releases, books by former employees, and leaks, many agents and foreign intelligence contacts who would have cooperated in the past now perceive that we are unable to keep their relationship secret. With systematic review for declassification added to the list, we guarantee these folks that if their names haven't come up for review previously, they will come up when documents containing their names or identifying data become 20 years old.

RECOMMENDATION:

It is recommended that E.O. 12065 be modified to eliminate Section 3-4 or, alternatively, to exempt CIA from its provisions. The General Accounting Office has concluded after a lengthy investigation that this program should be abolished Government wide. If so, then it is submitted that even more so should it be abolished with respect to CIA.

IMPACT OF THE PROPOSED EXECUTIVE ORDER
ON NATIONAL SECURITY INFORMATION

The major impact of the proposed Executive order on the work of the Agency would be the elimination of the requirement to conduct a systematic review program for declassification of permanently valuable classified records as they become twenty years old. This program, required under E.O. 12065, has cost the Agency millions of dollars with little or no benefit. The percentage of documents declassified has been negligible.

With the inception of E.O. 12065 in 1978, the Agency was faced with a ten year backlog of material ready for systematic review and was given ten years to become current. Therefore, by 1988, the Agency should be reviewing material as it becomes twenty years old on a current basis. In spite of the resources expended on the systematic review program, the Agency will not come close to meeting the 1988 goal. Based on the present production rate, the Agency would not even meet fifty percent of its goal by 1988. It is estimated that the costs for the systematic review program would more than double if the goal is to be met.

The questions attached are those most likely to be asked by the Senate Select Committee on Intelligence. The answers to these questions are based on estimates prepared by the managers of the systematic review program.

*BACKGROUND FOR USE BY O/IS IN TESTIMONY BEFORE THE
SEN. SCHMITT SUBCOMMITTEE ON 24 FEB 1982. STATISTICS
TAKEN FROM CRO REPORT OF 10 FEB 82.*

1. What has the systematic review program cost the Agency through CY 1981?

5.4 million dollars

2. What percentage of the documents reviewed have been declassified?

Two percent

3. How much material has been reviewed as of CY 1981?

4.5 million pages
2,254 cubic feet

4. How much remains to be reviewed in order to meet the 1988 goal?

43.5 million pages
21,755 cubic feet

5. What percentage of the 1988 goal would be met if the present production rate is maintained?

31 percent

6. When would the 1988 goal be completed under the present production rate?

2007

7. What will be the cost of funding the systematic review program through CY 1988 at its present production rate?

16 million dollars

8. What additional costs would be required to meet the 1988 goal?

19 million dollars

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CRD Briefing of DDA, 21 January 1982

1. Objectives On or Ahead of Target Date/No Problems
 - A. OSS Review (B2) *902 CV. FT. REMAINING MINUS 217 CV. FT. OF JOB 56-26 (CHRONO)
NEED TO AVE. CA. 80 CV. FT./MO.*
 - B. DCI Certification of CY-1981 Input to DARE (B3) *PROCEDURE ESTABLISHED; NOW
GATHERING SAMPLE.*
 - C. Planning of Visits to Presidential Libraries (B5)
 - D. Refine Procedures for Consistent Manuscript Review (B7) *CONTINUE ISSUE CRPS.
SEVERAL PAPERS PROPOSING
CENTRAL REVIEW*
2. Objectives Not on Target/with Problems
 - A. Systematic Review of 150,000 Pages/Month (B1)
 - (1) Meeting only 2/3 of objective -- ca. 95,000 pages/month
 - (2) Seven reviewing officers under strength (4 to 5 under for most of first quarter) not counting 2 contract ~~LOST~~ + 2 OFFICERS ~~ON LEAVE (TO IPO + DDS + T)~~.
 - (3) Empirically, 1 reviewer averages 60-65,000 pages/year
 - B. Inventory of Non-paper Holdings (B4)
 - (1) Hope to complete this week; some microforms, photographic, and ADP media remain.
 - (2) DO records not included (not in ARCINS); most are DDS&T; most are post-1970.
 - (3) Review of motion picture film commenced and about one-half completed; CRP drafted.
 - C. Guidance to NARS on Sensitive, Unmarked Material (B6)
 - (1) Drawn up, sent to DO/IMS for comment, got off track by IMS proposal that DCI talk with Sec/State -- not only overkill, but this larger issue.
 - (2) Now back on track, and IMS has suggested a few changes in guidance; coordinate with DO/PCS, then submit to NARS.
 - D. Completion of Review of FRUS, 1952-54
 - (1) All volumes given final clearance except IX, which conditionally cleared, and IV.
 - (2) Volume IV -- DO/LA wants to withhold 233 pages in entirety, an untenable position.

3. Planning for the Future of CRD (B8)
- A. Looking at Central Role in Manuscript Review and Support to Other Agencies who Continue Programs, in View of Disinterest within Agency for SR Program ~~AS PRESENTLY CONSTITUTED~~.
- (1) Can be value in maintaining SR program, even on limited basis, for RM purposes and depending on requirements of ISOO's Implementing Directive for new E.O.
 - (2) Manuscript review trending upward; have drafted proposals for assumption of central role in manuscript review.
 - (3) Difficulty in determining manpower requirements for support to other agencies since their programs not established yet.
- B. NARS Review Requirements
- (1) Still unknown; material from all agencies.
 - (2) Review of State Department files, 1950-54, depends on State-NARS agreement on funding.
- C. DOD (etc.) Review Requirements
- Still not determined.
- D. Presidential Library review requirements (B5)
- (See attached)
- E. FRUS, 1955-57, Review Requirements
- (1) Estimate of 28,000 pages to be reviewed in 1982-83.
 - (2) Looking ahead to additional 33,000 pages for 1958-60 series.
- F. FRUS Supplemental Review Requirements
- Estimate of 62 cu. ft. or 124,000 pages at this time.
- G. Manuscript Review Trends and Requirements (B7)
- (1) See attached.
 - (2) In manpower terms, still consumes only about 2 officers at current volume.
 - (3) Central review would require ^{some} additional manpower depending upon volume ^{increase} and coordinating requirements.
- H. OSS Review Requirements
- As yet unknown, and perhaps unknowable, since will depend upon manuscript activity, FOIA activity, etc.

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20 January 1982

MANUSCRIPT TRENDS

For slightly over a year (5 quarters), from October 1980 to the present, we are averaging nearly 4,600 pages per quarter of manuscript review -- all this is now on an up trend -- and at rate of that up trend, FY-1982 will bring manuscript review page total into the 20,000's.

Manuscript review totals can be irregular at any short period of time but overall it is steady enough and growing.